
Analyst, Screening (Level 5) 12-15 month Parental Leave replacement

Background

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to implement the Canadian Strategy for Cancer Control. The Strategy aims to reduce the incidence of cancer, lessen the likelihood of Canadians dying from cancer, and enhance the quality of life of those affected by cancer. As the steward of the Strategy, we work collaboratively with cancer agencies, governments, national organizations, patients and families to advance meaningful and measurable progress in achieving shared goals.

Our work spans the cancer control continuum, from prevention and screening to research and supportive care. We endeavour to embed a person-centred perspective in all of our work, and have specific efforts in underserved areas such as rural, northern, and remote communities. We strive to be culturally responsive to the needs of First Nations, Inuit and Métis communities. Through collaboration, we are delivering results against our 2017 outcomes, effecting system-level change and reducing the burden of cancer on Canadians.

This position is part of the Cancer Control Division. This Division is responsible for overall delivery of the Strategic Priorities in the Partnership’s mandate, with a focus on the Partnership’s Programs and the development of effective and strategically salient initiatives through effective working relationships with clinical, medical, professional and stakeholder partners to reduce the impact of cancer on Canadians. This division drives the Partnership’s core mandate of reducing the risk of cancer, lowering mortality, and improving the experience of Canadians affected by cancer through collaboration with system partners. It works in close collaboration with the other divisions to develop, deliver and report ongoing progress on an effective cancer control strategy.

Overview of Role

Reporting to the Program Manager, Screening & Early Detection, the Analyst is primarily responsible for supporting implementation of national initiatives to enhance the quality of cancer screening. The Analyst will help develop and execute plans to facilitate improvements in the participation and quality of Canadian screening initiatives. The Analyst will support the Program Manager in developing new priorities including large scale pan-Canadian quality initiatives and play an ongoing role in supporting the development of Early Detection initiatives.

Specific Accountabilities

- Work with the Program Manager to support national efforts aimed at enhancing the participation in and quality of population-based cancer screening programs and other emerging areas of screening including:
 - Supporting the Program Manager in the development, planning and implementation of an approach and key deliverables to support the screening programs
 - Collaborating with the Director, Specialist, and Program Manager to establish project plans, work plans, and timelines
 - Providing support in monitoring project milestones and budgets, communicate actual or anticipated project variances to the Program Manager for corrective action or project status reporting
 - Building or maintaining relationships with external stakeholders
- Conduct environmental scans, literature reviews, and data analysis related to portfolio work and prepare reports based on findings
- Provide content knowledge and coordination support to national network meetings and expert workshops
- Develop and implement knowledge mobilization plans including creating knowledge products for audiences in plain language
- Participate as a member of organizational-wide assigned collaborative program work
- Assist the Screening Director as needed

General Accountabilities

- Drive innovation and culture change by delivering accelerated impact and reinforcing a collaborative culture
- Support Director accountabilities, strategic priorities and core enabling functions
- Accountability for collaboration and knowledge mobilization across divisions, portfolios and external stakeholders
- Responsible for supporting division strategy and goals, allocating resources and delivering results on time and within budget

Division of Time by Area of Accountability

Corporate Plan Deliverables: 50%

Collaboration: 10%

Supporting Program Manager and Director, and Knowledge Mobilization: 30%

Supporting External Relationships: 10%

Essential Skills and Attributes

- Excellent writing skills with the ability to write for a variety of audiences
- Excellent research, analytical, interpretive and problem solving skills with the ability to interpret and analyze both qualitative and quantitative data
- Strong verbal communication and presentation skills; in both official languages an asset
- Solid project management and organization skills with attention to detail
- Strong internal and external relationship management skills, including ability to work with senior executives and academic experts in a professional manner, and to establish excellent working relationships with key internal and external stakeholders, vendors and colleagues
- Knowledge of and demonstrated experience with health sector stakeholders and issues, preferably cancer focused
- Experience or interest in knowledge mobilization including the development of knowledge products and dissemination plans
- Ability to proactively manage and respond to change
- A commitment to collaboration and a joint-accountability approach
- Self-motivated and able to manage a project from inception to conclusion including ability to prioritize and multi-task under tight deadlines
- Adaptability, flexibility, diplomacy and tact
- Ability to travel within Canada

Experience and Education

- Master Degree in health sciences, epidemiology, or equivalent
- A minimum of 3 years work experience in the health care system or public health involving analyzing and interpreting system data, gathering and synthesizing evidence, preparing reports and presentations on technical topics, project coordination and management, and interaction with internal and external stakeholders
- Experience in cancer system and/or public health, specifically cancer screening is a strong asset
- Excellent technical skills (Microsoft Office products, software, and new technologies)